

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, October 24, 2013 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Fewell, Supervisor De Wane, Supervisor Jamir, Supervisor Steffen,  
**Excused:** Supervisor Carpenter  
**Also Present:** Executive Streckenbach, Sandy Juno, Kerry Blaney, Charles Mahlik, Maria Lasecki, Karen Ferry, Susie Berth, Barb Gretzon, Ann Schmidt, Amy Vannieuwenhoven, Lori Walschinski, Bonnie Defnet, Lynn Vanden Langenberg, Brent Miller, Kevin Raye, Carolyn Maricque, Robin VanRemortel, Supervisors Lund, Van Dyck, Robinson, Moynihan, Kaster, Other Interested Parties.

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**I. Call to Order.**

The meeting was called to order by Chair Steve Fewell at 5:00 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor DeWane, seconded by Supervisor Jamir to modify the agenda to take Items 13 & 14 after Item 1a. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of September 26, 2013.**

**Motion made by Supervisor Jamir, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public**

Supervisor Jamir welcomed Boy Scout Troop 1043 from De Pere. Some of the gentlemen were present to earn their merit badge.

**\*\*BUDGET REVIEW\*\***

**REVIEW OF 2014 DEPARTMENT BUDGET**

**1. County Clerk – Review of 2014 Department Budget.**

County Clerk Sandy Juno spoke to the following New Initiatives:

**Publication Changes** – Starting in 2014, the Clerk's office will change how they publish County Board proceedings, ordinances and election legal notices. Proceeding minutes and ordinances will still be published in the Green Bay Press Gazette, but in a more summarized format with reference to the complete documents online. Election legal notices will be printed in-house and inserted into the required local newspapers rather than published as display advertisements. Both these new methods comply with required State Statutes and will come at a significant savings to the County.

**Rates and Fee Changes** – Effective January 1, 2014, several fees for public services offered by the department will see an increase, mainly to cover the rising cost of providing that service. Some fees to municipalities related to elections also increased because of the new election hardware and software costs.

**New Electronic Voting Equipment** – Brown County will be one of the first counties in the state to utilize new electronic voting equipment for its next election. In 2014, the Clerk's office will

facilitate the purchase and implementation of this new state-of-the-art equipment for the entire county. The machines will have accuracy-driven electronic scanning and tabulation features as well as offer many other usability, efficiency and upgrade benefits for long-term use.

**Electronic Dog Licensing** – During 2014, the department will purchase database services for the accumulation of dog licensing from all 24 municipalities in Brown County. This system will allow the office to access information on licensed dogs in real time and generate reports on line rather than requesting this information individually from municipal treasurers and clerks. In addition, Brown County Public Safety will have direct access to the database to provide information to law enforcement on tagged lost dogs, vaccinated dogs, and pet owners in violation of State licensing laws and local ordinances.

Supervisor De Wane informed that the City of Green Bay opposed of the database services as they already had a similar database. They were worried about being charged when they could do this themselves. As of right now, they were not on board. Juno informed that she would be happy to discuss this.

### **Summary Highlights -**

Intergovernmental revenue increased to reflect a rise in election supply chargebacks from other municipalities because of the four-election cycle in 2014 vs. two elections in 2013. In addition, the rate for election was increasing due to the new voting-system and related staffing costs. Public charges also increase due to an increase in various public fees for 2014.

Personnel costs decreased due to a reduction in health insurance plan participation; however, this was mostly offset by a required increase in employer retirement contributions; a one percent cost of living increase for existing staff; and an additional one percent to be distributed among qualifying staff based on performance during the year. Operating expenses increased related to ballot printing, legal notices and supplies related to the four-election year, as well as increased equipment maintenance for the new voting equipment. Interdepartmental charges increased mainly in indirect costs for election printing services from the Document Center.

Supervisor Jamir questioned what the expected savings would be with regard to the publication changes; Juno believed it would save approximately 50% of current costs. This was what other counties had saved. The budget book showed a reduction in savings under “advertising and public notices”; however, Juno felt there would be more savings beyond that.

Supervisor Steffen thanked Juno for looking at innovative ways of saving money.

Jamir referred to page 45 in the budget book and questioned the “repairs and maintenance equipment” costs. Juno informed that when they went to their new elections equipment, Brown County will be paying the maintenance fees however municipalities will be charged back and the increase will be added back into Intergovernmental revenues (as stated under Summary Highlights).

A discussion ensued with regard to “Indirect cost”. Juno believed those costs were coming from Facility Management; in relation to the services that they used as results of the elections. The Copy Center used to be under Facility Management, costs for ballot destruction, etc.

Jamir asked if they could get a clearer itemized interpretation of those costs. Juno responded that she was working with Admin on this. Maricque replied that the indirect costs for the 2014 budget were based on the 2012 Actuals. During 2012 they had a lot of record management requests due to the recount. Each Department Head received a breakdown of the indirect costs of

how they were fluctuating compared to the prior year. It was in detail when given to Department Heads but it was summarized in the budget book.

**a. Resolution Approving New or Deleted Positions during the 2014 Budget Process (County Clerk).**

**Motion made by Supervisor Steffen, seconded by Supervisor De Wane to approve Item 1a. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve the budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Items 13 & 14 were taken at this time.*

**2. County Treasurer – Review of 2014 Department Budget.**

Treasurer Kerry Blaney and Financial Specialist Chuck Malik were present.

Blaney informed that they were completing a check deposit scanning system starting with the 2013 tax bill. It allowed same day direct deposit to the bank. In their tax collection processing, it would increase efficiency.

They were working with cash billing receipting program for the county; it should be implemented next year. Looking at a new land records system in the entire county. AS400 will be phased out.

Jamir questioned what kind of efficiencies would they be expecting in time and dollars? Blaney responded that they wouldn't need to hire extra collection help. They won't need as much staff to assist in the tax process. It will start in December and they will see savings this year and right away next January.

Steffens questioned if other counties and/or States were using this system and questioned if it was functioning to their expectations. Blaney informed that the tax collection process was unique in Wisconsin because they were the only county that has a tax collection system because they want to make it more efficient to the taxpayers. They contacted other counties in Minnesota and Illinois. Some were very efficient and up to date, some were not, and they found some interesting information. The software Brown County used was used by other counties, they gave them references.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve the Treasurer's Budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to suspend the rules to take Item 15 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Child Support – Review of 2014 Department Budget.**

Drawing attention to the restoration of funding that was provided, Lasecki informed that they pulled the staff together and asked what their needs were and questioned where they were lacking. They lost in certain areas but that was mainly through attrition and not necessarily based on needs. Staff got together and what they were proposing in the 2014 budget was areas they identified as needs (as stated in the budget book on page 36 – see Dept. Reorg below).

**Department Reorganization** – The 2014 budget includes reinstatement of over \$525,000 in State funding for the Child Support agency, allowing for a much-needed reorganization of staff to better carry out the department's mission and activities. Changes include the reclassification of the Child Support Administrator to a Director; the addition of 2.0 FTE Child Support Supervisors, 3.0 FTE Child Support Specialists (in enforcement), and a 1.0 FTE Clerk Typist II; the elimination of a 1.0 FTE Lead Child Support Worker; and an increase in overall staff hours from 1,950 hours to 2,080. This new structure will allow the department to adequately manage the steady rise in child support cases, while laying the foundation for succession planning, increasing efficiencies and improving overall customer service.

Jamir stated last year they had a number of initiatives and questioned the status. Lasecki stated that they were doing well; they had a slight setback, their lead for their Laserfiche scanning project was going out for a period of time; however they consistently maintained where they needed to be without bringing in temporary help or any third party or outside vendors. This was a learning experience for them; there was a lot of purging that needed to be done and a lot of opportunity for streamlining. She would do it all over the same way. Staff was doing their work in conjunction with initiatives. She couldn't be more proud and believed they were close to being on target and hopefully they can secure some interns. It was really manual and not so much technical but having staff do that with their fulltime job was the challenge. Jamir informed that he was pleased with Lasecki and her staff.

Jamir stated that the Supporting Parents Supporting Kids Grant (SPSK) Initiative looked very promising and asked for additional information. Lasecki informed that it was an Office of Child Support endeavor at the federal level; their department was approached by the State. Only eight states participating nationally, two counties in Wisconsin. They were excited and it was kicking off on Friday. They did a small remodeling job on the fourth floor and invited the committee up as well as their partner agencies. Once they intervene and they pair employment services with the parenting services, Lasecki felt what they will accomplish will be nothing short of amazing. Jamir asked Lasecki to report back, Lasecki responded that she would on a monthly basis.

**Supporting Parents Supporting Kids Grant (SPSK)** - Brown County Child Support was recently awarded a five-year federal grant (\$257,000 for this year, about the same next year) to administer a new program aimed at providing comprehensive case management, employment services, specialized child support procedures and fatherhood/parenting activities (including peer support) to eligible non-custodial parents. A component aimed to safeguard facilities through a domestic violence plan is also included. Brown County was one of only two Wisconsin counties to be awarded, with Wisconsin being only one of eight participating states in the U.S. During 2014, the agency will actively recruit and enroll participants in the program through random assignment control or treatment groups, where they will engage in the intensive case management activities identified. This portion of the program aims to determine if such services have a positive impact on the frequency and sustainability of child support payment remittance.

Lund stated this would be outcome based and a formal report would be coming out. Lasecki added that not only will the grant and its success be measured, their department earned their performance dollars, their four areas of measurement are what fund them. Through this grant, not only will they be able to do more in the community, they will also bring in more money which will secure additional funding at the federal level.

At this time, Lasecki referred to her staff, they came forward to speak in regard to the "Pay for Performance Plan".

Streckenbach interjected that this was a grassroots approach of bringing employees into the

process of making change. This was moving from an organization that had been running county government for 30 years, this was what the new face of county government was going to be. What they were hoping was to empower employees to feel recognized and they can do good for the community, the county and their job by being a team. This was a perfect example of management working with staff. One of the areas that they learned so much about this was the amount of LEAN initiatives they had done in the last three years. They recognize that people working for the organization add a lot of value to the team. This presentation shows what they were trying to do throughout the whole county.

Lasecki stated as part of the 2014 budget proposal, 1% has been set aside for departments to use to incentivize employee performance. The groundwork to get to this point began well over two years ago when, through capstone project work among various leaders, the Employee Performance Evaluation tool was developed. Before rolling this new tool out to the ranks, HR conducted managerial training on the tool as well as the process of appropriately evaluating and providing feedback to employees. In January of 2012, Executive Streckenbach established the requirement that all department heads ensure that Performance Evaluations occurred with all staff members before the end of the year.

The evaluations proved to be mutually beneficial. Departmental and personal goals were established and agreed to by employees and administrators, important dialogue regarding performance and even improvement (when necessary) occurred and the opportunity for management to provide positive or constructive feedback set the tone for what should and has, indeed, become standard day to day communication between front line staff and supervisors.

Subsequently in 2013, the Executive directed each department to begin looking closely at ways in which organizational performance could be systematically and accurately measured. Leadership was charged with the duty of developing performance measures and finding a means to set goals, develop strategies to maximize employee performance. The intent was to end up with a solid plan designed to reward those individuals that consistently contributed to the success of the organization.

In typical Child Support fashion (their department approached every challenge as an opportunity via work groups), a work group was formed. Many of those individuals who comprised the group sit here with me this evening. They stepped up to the plate as always and came up with a plan that, we feel will work fabulously for our intent and purposes. Additionally, our plan has been shared with other departments for their consideration and possible use. Public Works has done the same. It goes without saying that each and every department will be compelled to formulate their own unique plan, specific to their needs for administrative review. Given departmental diversity county-wide, it stands to reason that no two plans will look the same.

Not all departments are this far in the development process. And that's okay. In fact, Lasecki was one of four Administrative representatives assigned to assist fellow managers, supervisors or department heads should there be a need.

What you have been presented with are 4 documents: a visual cycle circle, an overview of the major points that Child Support staff would like to touch on in just a few minutes and then 2 sample plans- from our department and Public Works.

Lasecki turned the presentation over to her crew to shed personal perspectives on the impacts this process as well as the plan present (handouts attached). The whole intent would be to meet the changing needs of the organization. Streckenbach added that thanking employees and saying good job, which in itself was power. People wanted to be recognized; they wanted to be

appreciated for what they were contributing to the overall organization. Money does have a place but being recognized he felt was more powerful. As a team, they had been working on this for two years, not necessarily what they were able to pull off but this was a perfect example of what they were trying to get to.

Supervisors Steffen, De Wane and Chair Fewell expressed their appreciation and thanked the group for their hard work.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve Child Support Budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

- a. **Resolution Approving New or Deleted Positions during the 2014 Budget Process (Child Support).**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to suspend the rules to take Items 20 and 21 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Corporation Counsel – Review of 2014 Department Budget.**

Director of Administration Brent Miller was present to present the budget. Personnel costs decreased slightly with a reduction in staff health insurance costs; however, this was mostly offset by a required increase in employer retirement contributions; a one percent cost-of-living increase for existing staff; and an additional one percent to be distributed among qualifying staff based on performance during the year. In addition, a .50 FTE Assistant Corporation Counsel position was increased to 1.0 FTE; however, the additional cost was reimbursed by Child Support since the position was dedicated to child support-related work. Operating costs increased to include a subscription to a major online labor and employment legal resource system. Interdepartmental charges included slight increases in various chargebacks.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve the Corporation Counsel Budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to suspend the rules to take Item 16 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Dept. of Administration – Review of 2014 Department Budget.**

Director of Administration Brent Miller informed that they had implemented different modules on Logos, the county-wide financial system; it was progressing. One change was with the help from Human Resources regarding position budgeting.

Other financing sources decreased mainly due to the removal of carryover funds from 2013; however, this was partially offset by increased reimbursement for wages from the Financial System Project fund.

Personnel costs increased to reflect changes in elected health insurance plans; the elimination of budgeted reductions for vacant positions; a required increase in employer retirement contributions; a one percent cost-of-living increase for existing staff; and an additional one percent to be distributed among qualifying staff based on performance during the year.

Operating expenses decreased with the removal of funds carried over in 2013 related to the financial system implementation, and a reduction in office supplies to more accurately reflect historical usage. Interdepartmental charges also decreased with a reduction in technology services chargebacks.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve the Dept. of Administration Budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

- a. **Resolution Approving New or Deleted Positions during the 2014 Budget Process (Administration).**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

6. **Technology Services – Review of 2014 Department Budget.**

**New Initiatives**

**Department name Change** - To better reflect the broad range of County-wide services provided by the department, and to be more consistent with present terminology, starting in 2014, the department will officially change its name from Information Services to Technology Services.

**Web Conferencing System Installation** - During 2014, Technology Services will facilitate the County-wide implementation of Cisco WebEx, a web conferencing system that will allow employees to collaborate with other staff, clients or vendors in different locations without having to be in the same room, saving travel time and costs. The WebEx system will allow for virtual training opportunities or technical support, reducing downtime and improving productivity.

Steffen stated there were other governments using technology to a much greater extent providing service to their employees and the community. His level of experience with the Brown County website was primarily focused on community activities, County Board and he found it incredible non-user friendly. He was concerned about how it translated throughout the entire website and what it said for the county. He understood with the budget being the way it was, it would not be included this year but certainly there was tremendous room for improvement to create a better experience or product for staff, Supervisors, and the public. Fewell believed there were initiatives out there but they may have dropped when the former director left. Steffen stated at the end of the day, he was embarrassed by the website.

Robinson's experience with the staff had been positive and helpful, but at the same time the end product as far as the website, he didn't believe they put their best foot forward. While in the process of hiring a new director, Robinson felt this was an opportune moment to step back and do an audit of the department and what it was doing or how it was functioning. Streckenbach responded that they had been doing this for about two years, however, the department's core mission was not to provide a website; it was providing the infrastructure to operate the 911 center, the tax system, the Sheriff's Department, Human Services, Child Support, the fiber network system that operates. The way they were operating, the old system was based on programmers that worked off AS400 and they had to shift to the future model, web based programming. So yes, they were assessing the organization. If they wanted a new website, Outagamie just redid theirs for \$70,000.

Fewell believed the webpage did not represent the very best of what Brown County was about. A webpage was important; it reflected an organization, on how they function. If it did not function properly, that was the face of Brown County.

Van Dyck felt that Brown County's Technical Services Department was a technical based technology service vs. a creative based technology service. Focus was on function, not programs. If he would encourage anything, he would change the direction to be more focused on programs. That didn't mean less focus on network and security but put more emphasis on the programming side or on the outsourcing of some of the technical aspects as far as getting rid of the need to have all of the security and network by pushing it off onto the clouds. There were a lot of programs out there that do wonderful things and they need to look at more of that than create it themselves.

Streckenbach informed that they had just done a study on how many departments were impacted by the AS400, everything that made the county operate, land records, taxes, GIS, Register of Deeds, etc.

Lund felt that they had been through so many IS Directors. If they wanted to spend one-time money, he would be in favor of putting \$50,000 into redesigning the website. This would give the new director some tools to work with, it was for a good use, take money out of the general fund in December and do it. As for other technologies, he felt any meeting in Room 200 should be recorded for citizens and for the other Supervisors. There were a lot of Supervisors that couldn't make it to these budget meetings and they will now have to re-discuss items at full County Board. Instead of pushing it off a few more years, get stuff done in 2014 in this regard.

Fewell suggested if they wanted to budget for this in 2014, they had to put money in the budget this year for that, so they would need to make a motion to put money in the budget for that item. Fewell felt someone on staff should know how to create apps and knows how to do web design.

Kevin Raye informed that a few years ago when the website came into play it was outsourced. DMI hosted the Brown County website. There was a committee put together that wanted to have a standard looking template for Brown County. It was not the IS Department that came up with this design but a group of people working together. One directive was that they wanted to maintain a consistent design. Responding to previous discussions, Raye informed that they do not have web design talent on staff. Their department only assisted in picking DMI as a vendor.

Robinson was for redoing the website but would be hesitant in supporting money being placed in the budget until they had a bigger sense of where this was going. He felt there needed to be a strategic plan for the department. He felt Supervisors needed to be kept updated. Streckenbach believed they had been keeping the committee updated with some of the challenges; Supervisor Jamir had been helping them find a consultant. They had been keeping the committee up to date as far as some of the strategies or struggles faced with the overall organization. Raye stated about a year and a half ago, he had done some research and brought it before a committee and referenced Hennepin County, Minnesota. Their website was very friendly to the public but you could go on and have access to meeting recordings, agendas, and answered questions. When talking about the website, Robinson's only point was that he didn't want to spend money on this project independent of a bigger picture.

De Wane agreed with Robinson, he believed they had to pass this budget, put something together and come back in 2014 with costs, etc. for a new website.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve Technology Services Budget. Vote taken. MOTION CARRIED UNANIMOUSLY**



7. **Human Resources – Review of 2014 Department Budget.**

Interim HR Manager Lynn Vanden Langenberg stated they put in an HR payroll system. There were some other modules that they had currently that they were going to work on and implement such as expense tracking. They could enter dates in there to trigger when performance evaluations were due. They were moving forward to enhance all of the capabilities that they had to use, their IS technology that they had in place. They use NeoGov, which they pay a contract fee for and a lot of governments across the nation use where they can get a lot of data and job descriptions from any user that used NeoGov. They expanded use of it and have their applicants schedule their interview dates and times on that site based on the schedule. They were trying to do everything they could to get rid of any human interaction where they could automate and free up their time, get out with the departments, work with employees, training, supervisors, etc. That is what they were going to build their department around that next year.

They had a lot of employees that were specialists in certain areas and they needed to do more cross training in other areas within HR. With the vacancies they had right now, it was their mode of operation. Staff was picking up working as much as could with vacancies.

With regard to LEAN facilitators, some drop out or move on, and HR felt that they had enough strength in Brown County to train facilitators internally. They had all the technical materials and they include potential facilitators in the events instead of sending them to NWTC or Optima, which is quite expensive.

Vanden Langenberg stated that with the vacancies, staff had stepped up with the work that needed to be done; however, sometime during the first six-months they will be looking at reorganizing. She knew that they would have liked this to be done with the budget; they just didn't have the chance to do that. To let them operate right now with other people being able to experience and learn different positions, it had helped them realize how to provide the best service to Brown County. Lund stated you can change the organization staff all year long as long as you don't change it significantly. Fewell expressed that he did not agree with a possible reorg after passing a budget. A brief discussion ensued with regard to the hiring freeze which occurred and set by a former Executive. Lund stated that County Board had control over the org chart. Fewell believed it was a policy issue. Streckenbach replied that Administration was in favor of relooking at the ordinances and micromanaging aspects to it. Lund stated he would be happy to look at that as well but if someone quit they would have to rehire that position or they would have to come to the committee and say that they were not going to rehire that position because they would be changing the org chart.

**Motion made by Supervisor Jamir, seconded by Supervisor De Wane to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to suspend the rules to take Items 17, 18 and 19 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Year 2014 Non-Division Budgets Review**

8. **Capital Projects.**

Van Dyck question if these were approved what did this commit the County to, referring to page 265, \$2.8 million for a Research and Business Park. Fewell responded that this vote did nothing if they had to bond for it. They will have to take a bonding vote later and they will have to pass it through bonding.

Page 271, Van Dyck referred to the \$500,000 for the Veterans' Memorial Complex (Resch Center) Projects. He personally didn't believe that they should make that allocation. He was attempting to get a meeting with PMI to discuss the surcharge on tickets for maintenance at their facilities. He felt this deteriorated or minimized leverage that the county had to discuss with them to have them agree to this. Van Dyck felt the money to do maintenance would have to come from a number of sources such as rent and some kind of user fee on tickets. His fear was if they put the money in there they would say that the maintenance was taken care of. PMI's perspective, they were more concerned about the future of Shopko Hall and the arena than maintenance on the Resch Center. They look at this as one big picture. He knows that they need to put more money aside than what they had been doing because what they have doing isn't sufficient but he felt they needed to build a fund but this was a bigger issue than throwing \$500,000 in a pot. He believed that they will have to answer the question in five or so years on what they were going to do with Shopko Hall and the arena. All of this could be thrown into that one big question of how they were going to fund all facilities going forward. Van Dyck informed that he was going to pull this at the full board to consider.

Fewell stated that he understood what Van Dyck was saying but when you don't approve the funding for maintenance through the budget process, when they had to come back and try to get money for maintenance down the road, it may never happen. He personally agreed with Van Dyck but realized that their first responsibility was to make sure they maintain the building and they had money to do that and one way to do that was to pass it through the budget process. If they come back it will have to be a two thirds majority vote.

Lund wouldn't be against having the funds in the budget for this year; negotiations for a surcharge on the tickets may take a while. He would be very much in favor of ongoing talks about the surcharge and maybe in the 2015 they wouldn't have to budget as much money. He would hope that other supervisors would be on board for the surcharge and not state that they were putting on an extra tax. This fee would be placed on people using the facility, which was only right.

Executive Streckenbach believed the good thing with the way this was set up was they were building an asset account. Unless they were ready to make a major investment, they still had the responsibility to maintain Shopko Hall and the arena. There were sizeable costs if one of the systems goes down. They would be faced at some point in time with a roof, a wiring system, something that cost \$500,000-\$1M. His approach would be allowing the money to go to the separate account and allow a committee to come forward and say these are the projects we are going to approve.

Steffen agreed with Supervisor Lund and allowing the users of the facility to ultimately pay for the costs of the maintenance through a surcharge.

Further discussions ensued with regard to the way funds were set up and the process of how the funds could be spent.

It was Robinson's suggestion to take the Resch Center out of the line item. He felt that it looked like all of the money was targeted to the Resch Center.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve Capital Projects. Vote taken. MOTION CARRIED UNANIMOUSLY**

9. **Debt Service.**

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

10. **Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds.**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**\*\*NON-BUDGET ITEMS\*\***

11. **Review Minutes of:**

a. **Housing Authority (September 23, 2013).**

Per the Brown County Code of Ordinances, Chapter 2.06 Administration Committee (2) Act as the policy oversight committee for the Housing Authority.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**County Board Salary**

12. **Recommendation of Brown County Board Salary for next term according to Brown County Code, Chapter 2.06.**

Executive Streckenbach informed that this was not a request by the chair or any supervisor; he felt that if they were giving employees raises that perhaps the board may be looking at their salaries as well. He arbitrarily picked the number and put it in the budget. He didn't want the Board to go into someone else's budget to get the money. Streckenbach informed that the \$13,000 was not based on anything other than they felt they put together a really good budget.

Moynihan stated that whatever the decision was of this board, he would suggest forwarding this to the Executive Committee. Fewell responded that he would be happy to do that. With regard to the \$13,000, Moynihan wasn't personally going to include pay raises for the board in this budget, but he felt that perhaps it was not just his decision to make, thus all of the board should collectively make that decision. If they chose not to utilize those funds for the salaries of the supervisors, perhaps some of those funds could be used for Wisconsin Counties Association supervisory training.

Lund stated that if each Supervisor had \$500, it would be a lot higher than a 1% pay raise. \$100 or less and keep it around the 1%, he wouldn't be comfortable receiving a higher percentage than what staff would receive.

Fewell stated he was in agreement with Chairman Moynihan to have the salary remain the same.

**Motion made by Supervisor Steffen, seconded by Supervisor Jamir to maintain the salary levels for County Board members at \$7,956, Vice-Chair at \$9,406, and Chairman at \$11,406. Vote taken. MOTION CARRIED UNANIMOUSLY**

**County Clerk**

13. **Budget Status Financial Report for August, 2013.**

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Budget Adjustment Request (13-96) Category 3b: Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.**

Reallocate 2013 fringe benefit savings to cover estimated overage in advertising and public notice expenses due to overages related to unanticipated special elections Spring of 2013.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.  
MOTION CARRIED UNANIMOUSLY

#### Treasurer

15. **Budget Status Financial Report for August, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

#### Corporation Counsel

16. **Monthly Report for September, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY

#### Human Resources

17. **Budget Status Financial Report for September, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Activity Report for September, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Director's Report.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

#### Child Support

20. **Budget Status Financial Report for August, 2013.**

Motion made by Supervisor Jamir, seconded by Supervisor DeWane to receive and place on file.  
Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Administrator Summary September/October, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

**Department of Administration/Technology Services**

22. **Administration Budget Status Financial Report for August, 2013.**

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

23. **Technology Services Budget Status Financial Report for August, 2013.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

24. **Budget Adjustment Request (13-97) Category 5: Increase in expenses with offsetting increase in revenue.**

Budget adjustment request for the 2013 refunding of the taxable general obligation refunding bonds issued 3/28/2003 and the corporate purpose bonds issued 9/1/2003. This related to resolutions 12p and 12r dated 8/21/2013.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

25. **2013 Budget Adjustment Log.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

26. **Director of Administration's Report.**

**Motion made by Supervisor DeWane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.**

27. **Resolution to Appropriate Excess Fund Balance for Fiber Optics Expansion Project due to the State of Leo Frigo Memorial Bridge.**

Completion of the fiber optic project allowing Brown County to expand the network and increase the bandwidth capacity, while sharing the cost of laying the fiber had been delayed by the current state of the Leo Frigo Memorial Bridge. They were expecting to lease existing DOT conduit crossing the Fox River and those leasing options are suspended indefinitely causing the County to look for alternatives. An alternative for completion of the project has been identified, and can be done by purchasing an existing conduit put in place by NEW Water. This alternative will require adding additional fiber to connect to the only open conduit that remained available to cross the river. With the current stat of the bridge, this would be Brown County's only opportunity for the foreseeable future.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.**

28. **Budget Adjustment Request (13-99) Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).**

Due to the current state of the Leo Frigo Memorial Bridge, Brown County's Fiber Optic Expansion

Capital Project will require additional fiber to connect to the only open conduit to cross over the Fox River. Refer to related resolution dated October 15, 2013.

**Motion made by Supervisor Steffen, seconded by Supervisor Jamir to approve. Vote taken.**

**MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to take Items 30 and 31.**

**Vote taken. MOTION CARRIED UNANIMOUSLY.**

#### **Closed Session**

29. Convene in Closed Session for discussion and possible action regarding Fiber Optic Lease Negotiations. Closed session pursuant to Wis. Stat. § 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**Motion made by Supervisor Steffen, seconded by Supervisor Jamir to enter into closed session @ 7:25pm. Roll Call: Supervisor De Wane, Supervisor Fewell, Supervisor Jamir, Supervisor Steffen. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to return to regular order of business. Roll Call: Supervisor De Wane, Supervisor Fewell, Supervisor Jamir, Supervisor Steffen. MOTION CARRIED UNANIMOUSLY**

#### **Other**

30. Audit of bills.

**Motion made by Supervisor Jamir, seconded by Supervisor Steffen to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

31. Discussion of meeting dates and times for November (November meeting falls on Thanksgiving).

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to cancel the November meeting unless needed. Vote taken. MOTION CARRIED UNANIMOUSLY**

32. Such other matters as authorized by law. None.

33. Adjourn.

**Motion made by Supervisor De Wane, seconded by Supervisor Steffen to adjourn. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary